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## Quality Assurance Charter

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### Guide Background

The fundamental principle of effective Quality Assurance management is measuring and evaluating performance against an approved set of requirements. Quality Assurance begins at project conception and runs through design, development, construction, fabrication, operation, remediation, and decontamination and decommissioning. Quality affects cost, availability, effectiveness, safety, and impact on the environment. Therefore, appropriate aspects of Quality Assurance need to be given careful consideration during the preparation of project documentation. This is accomplished when there is a recognized need to obtain the level of product and performance quality necessary to accomplish program objectives; provide reliability and continuity of operations commensurate with DOE responsibility for health and safety; and for the protection of personnel, the environment, and property.

### Guide Purpose

The purpose of this Guide is to supplement DOE Order 413.3A, Program and Project Management for the Acquisition of Capital Assets, by providing Quality Assurance guidance for the planning and implementation of projects and by suggesting approaches for satisfying requirements throughout the Critical Decision process.

### Guide Scope

This Quality Assurance Guide will provide acceptable approaches for implementing the Quality Assurance requirements and criteria required by DOE Order 413.3A, related to the development and implementation of a Quality Assurance Program for the project<sup>1</sup>. This Quality Assurance Guide will provide guidance, suggestions, and acceptable approaches for the identification of an appropriate project Quality Assurance Standard; allocation of requirements and criteria from the chosen Standard against the DOE Acquisition Management System phases and corresponding Critical Decision products and activities; and the development of a Quality Assurance Implementing Matrix which identifies project plans, procedures and processes which satisfy the Quality Assurance requirements and criteria.

<sup>1</sup> Note: DOE Order 413.3A states that "The project's application of Quality Assurance is documented in either the organizational or project-specific Quality Assurance Program."

### Key Interfaces and Dependencies

This Guide is intended to be utilized in conjunction with DOE Order 413.3A, the DOE Quality Assurance Order (414.1C) and the DOE Quality Assurance Rule (Title 10 Code of Federal Regulations [CFR] 830 Subpart A). As such, it will be necessary to interface with the following organizations:

- DOE Order 413.3 - Guide Development Teams<sup>2</sup>
- DOE Order 414.1C - DOE HS-20
- DOE 10 CFR 830 Subpart A - DOE HS-20
- OECM
- DOE Program Offices
- EFCOG ISM Working Group (ISMWG)
- EFCOG Quality Assurance Subgroup
- EFCOG Project Management Working Group (PMWG)

<sup>2</sup> Note: Development of the Quality Assurance Guide is not specifically dependent upon any other Guide. However, this Quality Assurance Guide could have potential interfaces with the following Guides: Management of Design and Construction, Safeguards & Security, Tailoring, Risk Management, EM Clean-Up Projects, Project Reviews, Project Management Lessons Learned Process, Cost Estimating, Acquisition Strategies, Project Execution Plans, Critical Decision 4, and Integrated Project Teams. Therefore, to ensure proper referencing between the Quality Assurance Guide and other related Guides, mechanisms to ensure adequate communication and interactions with other working groups will be established to keep them apprised of the content and development cycles of this Guide and to have this working group maintain awareness of the content of other Guides.

### Development Team Membership<sup>3</sup>, Roles & Estimated Resources

Individual	Organization	QA Guide Oversight Team	QA Guide Writing Team	Estimated Level of Effort*
Colette Broussard (Team Lead)	DOE HSS	X		.25 FTE
Raymond Hardwick	DOE HSS	X		.1 FTE
Mike Ulshafer	DOE RW	X		.1 FTE
Bud Danielson	DOE CTA-CNS	X		.1 FTE
Jim O'Brien	DOE HSS	X		.1 FTE
Norm Barker	Energy Solutions	X		.1 FTE
Rick Martinez	Project Enhancement Corp.	X		.1 FTE
Al Hawkins (Writing Team Lead)	DOE Richland Operations		X	.25 FTE
Krishna Vadlamani	DOE Richland Operations		X	.25 FTE
Mike Mason	Bechtel		X	.25 FTE
John Mashburn	ORNL (SC)		X	.25 FTE
Bob Carter	Washington Closure Hanford		X	.25 FTE
Raymond Mele	Project Enhancement Corp.		X	.25 FTE
Mike Nicol	TetraTech		X	.25 FTE
TBD - FPD	DOE NNSA or Science		X	.25 FTE

<sup>3</sup> Note: Alternates and/or additional resources will be utilized, as needed.

### DOE 413.3-2 QA Guide Development Schedule

This QA Guide will be developed, reviewed through two drafts, coordinated through the REVCOM process (after Steering Committee approval), and published by April, 2008. Monthly schedule updates will be provided to OECM.

Task ID	Task	Lead	Start Date	Complete Date
1	Finalize QA Guide Development Charter	QA Guide Development Team		2/9/07
2	Finalize QA Guide Charter	Mike Mason		2/12/07
3	Submit QA Guide Charter for MA Approval	Colette Broussard		2/13/07**
4	Approve Charter	DOE MA		2/20/07**
5	Develop QA Guide Annotated Outline	Raymond Mele	2/12/07	3/19/07
6	Review/Approve QA Guide Annotated Outline	QA Guide Development Team	3/19/07	3/30/07
7	Develop Draft A of QA Guide	QA Guide Writing Team	3/30/07	7/30/07
8	• Develop Draft Table of Contents	QA Guide Writing Team	3/30/07	4/16/07
9	• Submit Draft Table of Contents to Steering Committee for Approval	Colette Broussard		4/27/07**
10	• Approve Table of Contents	Steering Committee		5/11/07
11	Submit Draft A to EFCOG QA Subgroup/Oversight Team/HSS*	Colette Broussard		7/30/07**
12	Review/Submit Comments on Draft A QA Guide	EFCOG QA Subgroup/Oversight Team/HSS	7/30/07	8/27/07
13	Resolve Draft A Comments	QA Guide Writing Team		9/21/07
14	Develop Draft B (External Review Draft) of QA Guide	QA Guide Writing Team	9/21/07	10/19/07
15	Submit Draft B to DOE Program Office QA POCs and Guide Steering Committee*	Colette Broussard		10/22/07**
16	Review/Submit Comments on Draft B QA Guide	DOE Program Office QA POCs/Steering Committee	10/22/07	11/21/07
17	Resolve Draft B Comments	QA Guide Writing Team		12/19/07
18	Steering Committee Approval	Steering Committee		1/11/08**
19	Submit QA Guide to RevCom	Colette Broussard		1/15/08
20	Adjudicate RevCom Comments	Colette Broussard		3/14/08
21	Prepare Final QA Guide	QA Guide Writing Team	3/17/08	3/24/08
22	Steering Committee Approves Final Guide	Steering Committee	3/25/08	4/1/08
23	Publish QA Guide	OECM		4/8/08**

- \* QA Guide Writing Team will take two weeks during these review cycles to integrate with other Guide development teams  
 \*\* Denotes Milestone

### Charter Concurrences

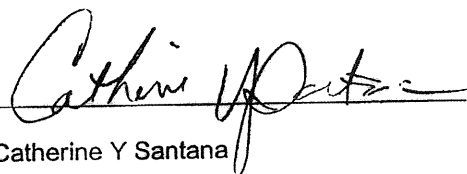
Government Guide  
Development Lead:




Date: 5/25/07

Colette A. Broussard  
HS-31

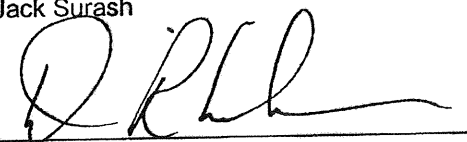
413.3 Guides  
Steering Committee  
Members:

  
Catherine Y. Santana

Date: 4-26-07

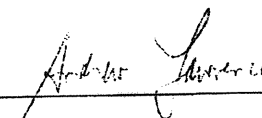
  
for Jack Surash

Date: 4/26/07



Dan Lehman

Date: 4/26/07



Andrew Lawrence

Date: 4/26/07



Thad Konopnicki

Date: 04/26/07